

TEMPORARY SIGN PERMIT/APPLICATION

CITY OF RICHMOND HILL
Planning, Zoning and Building Department
P.O. Box 250 Richmond Hill, Ga. 31324

FEE \$ _____ Planning & Zoning Technician (912) 756-3592 or Zoning Administrator (912) 756- 3735

Applicant _____ Address _____

Phone _____ Email _____

Address of sign location _____

Person erecting sign _____ Phone _____ Email _____

TEMPORARY EVENT (Check All That Apply)

- ☐ 1. Special Business Promotion: One (1) Per Business or Tenant
- ☐ 2. Building Construction/Remodeling: One (1) On Site*
- ☐ 3. Subdivision Development: One (1) Per Subdivision Entrance Per Builder
- ☐ 4. Public Announcement/Special Event, Non Business, Individual: One (1) Per Applicant or Non Profit Only: No Limit Specified
- ☐ 5. Weekend Signs: No Limit Specified
- ☐ 6. *Property For Sale/Rent – Exempt From Permitting:* One (1) Per Street Frontage and One (1) Per Tenant
- ☐ 7. *Yard Sale – Exempt From Permitting:* No Limit Specified
- ☐ 8. *Election/Political Campaign/Referendum – Exempt From Permitting:* No Limit Specified
- ☐ 9. Grand Opening
- ☐ 10. Other: _____

DURATION (Match Number Above In Temporary Event)

- ☐ 1. Seven (7) Days Per Month Max: Month _____ Days _____
- ☐ 2. From Issuance of Building Permit - Date: _____ to Seven (7) days after CO/Final Inspection
- ☐ 3. From Preliminary Plat or Site Plan Approval – Date: _____ to 95% of lots/units sold or 12 months of no bldg permits issued
- ☐ 4. From Placement of Sign – Start Date _____ for fourteen (14) days - End Date _____
- ☐ 5. From Friday at 5:00pm until Sunday at 8:00pm – Start Date _____ End Date _____
- ☐ 6. *From availability of building/premises for sale/rent until closing of sale/execution of rental agreement*
- ☐ 7. *From two(2) days prior to announced date of sale until end of announced date*
- ☐ 8. *From opening day of qualifying until ten (10) days after election:* Opening Day of Qualifying _____
- ☐ 9. *From announcement of grand opening event until completion of event or fourteen (14) days, whichever occurs first*
- ☐ 10. Other: _____

MAXIMUM SIZE (Match Number Under Temporary Event) (If Using A Banner See Banner Info Below)

- | Residential Areas | | Non Residential Areas | |
|---|----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 10 | Sign Area 6 Sq. Ft. Height 5 Ft. | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 | Sign Area 32 Sq. Ft. Height 8 Ft. |
| <input type="checkbox"/> 3 | Sign Area N/A Height N/A | <input type="checkbox"/> 5 <input type="checkbox"/> 7 | Sign Area 6 Sq. Ft. Height 3 Ft. |
| <input type="checkbox"/> 5 | Sign Area 6 Sq. Ft. Height 3 Ft. | <input type="checkbox"/> 9 | As Allowed by Ordinance |
| <input type="checkbox"/> 9 | As Allowed by Ordinance | <input type="checkbox"/> 10 | Other _____ |

PROPOSED SIZE OF TEMPORARY SIGN(s): _____

LOCATION (If Using A Banner See Banner Info Below)

All Temporary Signs Shall Be Located On Private Property At Least Ten (10) Feet From Any Street Right-Of-Way Line. Temporary Signs Shall Be No Closer To The Right-Of-Way Line Than Adjacent Permanent Signs In The Area. All Temporary Signs Shall Be Located At Least Ten (10) Feet From Any Side Or Rear Property Line And The Pavement Edge Of A Driveway. Temporary Signs Are Not Allowed To Be Placed Within Or Over A Public Street Right-Of-Way or Private Street Easement. Temporary Signs Shall Not Be Affixed To Any Tree, Utility Pole Or Official Traffic Sign Or Structure.

Exception: Weekend Signs All Temporary Weekend Signs Shall Be Located On Private Property Beyond The Street Right-Of-Way Line Or Twelve (12) Feet From The Edge Of Pavement (Or Back Of Curb) Of Street, Whichever Is Less. Temporary Weekend Signs Shall Not Be Affixed To Any Tree, Utility Pole Or Official Traffic Sign Or Structure.

☐ BANNERS

One banner is allowed as temporary signage during a special business promotion event in accordance with the duration, number, size, location and lighting limitations of the Sign Ordinance Section 13, and in accordance with the following additional provisions:

a. Such a banner shall be placed on the site or on a building in such a manner as not to create a safety hazard as determined by the zoning administrator. They shall meet the same setback requirements as all other temporary signs. Such a banner shall not be attached to or hung from an existing freestanding sign, or used as any other form of sign. b. Maximum size 32 square feet

Banners mounted on a pole, otherwise known as “Quill Flags,” are exempt from these regulations to the extent that one per business or tenant is allowed. Such pole-mounted banners must be located no closer than 10 feet from any street right-of-way or other property line, and may be no larger than 24 square feet in area nor be more than 8 feet in height. Such pole-mounted banners must be maintained in good physical condition with no tattered edges or tears, and must be stored indoors when the owner’s establishment is not open for business.

ADDITIONAL INFORMATION

* For a commercial, industrial or institutional use building containing 50,000 square feet of gross floor area or more, the following shall apply: a. During the construction or remodeling of a commercial, industrial, or institutional use building containing 50,000 square feet of gross floor area or more, no more than two temporary freestanding or wall signs shall be allowed, not exceeding 64 square feet in area nor more than 10 feet in height; and b. During the start-up period while a commercial, industrial or institutional use building containing 50,000 square feet of gross floor area or more is initially for sale or lease, no more than two additional freestanding signs shall be allowed, not exceeding 64 square feet in area nor more than 10 feet in height.

1. No Temporary Signs Shall Be Illuminated.

2. Window signs placed on, behind or inside a windowpane or glass door are exempt from these sign regulations.

Written consent of the owner, lessor or manager of the building or parcel to which or upon which the sign is to be erected is required.

OWNER/APPLICANT SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____